

Section II ADMINISTRATION

Department Policy #2.21

Wellness Time

- I. Purpose: This policy establishes the Wellness Time benefit for sworn employees of the Police Department.
- II. Policy: It is the policy of the West Lafayette Police Department to allow its sworn employees to earn Wellness Time as allotted by the current work agreements with the City. All redeemed Wellness Time is subject to availability as dictated by minimum shift coverage requirements, special events, training, etc. Occasionally, Wellness Time may have to be canceled and it is not guaranteed. The Department retains the right of regulation for Wellness Time.
- III. The Order:
 - A. Wellness days are to be given as follows: One (1) wellness day for each six (6) month period of perfect attendance (no sick time) for a total of not more than two (2) wellness days per calendar year.
 - B. The earned wellness day must be taken during the next six (6) month period after it was earned.
 - C. The six (6) month periods run as follows: January 1 to June 30 and July 1 to December 31.
 - D. All requests to redeem wellness time are to be made to the immediate supervisor of the requesting employee.

Issue Date

Revision Number: Date

By Order of the Chief:

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